

26 February 1981

MEMORANDUM FOR: CRD

SUBJECT : Future Planning

In the event CRD is phased down or phased out, my desire is to continue my career in one of the following order or any other position which I am qualified to be assigned to.

Phase-down of CRD

If a limited staff is required, I would prefer to remain with CRD. My past experience and knowledge in Records Control and Management is a key ingredient in reviewing documents.

Reviewing documents at other Agencies (NARS and WNRC) may continue regardless if mandatory review is abolished.

Phase-out of CRD

I have a desire to work with the Agency Form Design Office. I have twenty years experience in a decentralized form program.

I would accept a position as Records Management Officer.

I enjoyed working on developing micrographic programs, specifically in COM.

I would accept most likely, any position if management nominates me as a qualified candidate.



STAT

Memorandum to: C/CRO/DDST

From:

STAT

Subject: Job preference in event of change in CRD systematic Review functions.

The following is a list of my job preferences in the event changes in the law regarding the functions of CRD occur. The preferences assume that CRD will be totally abolished and no positions remain. In the event that CRD is merely reduced to a smaller unit to perform such tasks as manuscript review, FRUS review and other related tasks, then, I would consider remaining with the smaller unit.

1. Personnel recruiting in office of Personnel - I do not know too many details re the necessary qualifications for this job, but I feel that my broad range of agency experience and familiarity with the type of personnel needed would be of great use in field recruiting.

2. Office of Security. -

3. DDO - Central Cover Staff - past DO experience and knowledge of ~~the~~ needs of operations officers relative to cover.

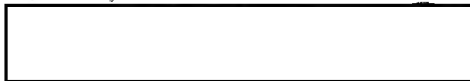
4. Office of Training - operational experience.

5. Having developed, over the past several years,

9 February 1981

MEMORANDUM FOR: Chief, S&T Branch

FROM :



If CRD is to be reduced only in size, I prefer to continue in my present assignment. On the other hand, if CRD is abolished, my choices of assignment in OIS are as follows:

1. RCD
2. RMD
3. IPD

STAT

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PRIORITY I

Job related to current Agency programs and activities.

1. Rotational or reassignment to CI Staff or CA Staff in Specialist category (non-ops officer generalist)
2. Other DO staff-type assignment, FI Staff, etc.

PRIORITY II

Assignment to position involving at least some managerial responsibilities, personnel matters, programs, budgets, etc.

1. Admin/Personnel job with DO area division or staff
2. Other assignment providing similar training-experience

PRIORITY III

Reviewer assignment in different, but related field, i.e., DDO/IMS/EOIA, PRB, IPD, etc.

10 February 1981

MEMORANDUM FOR: Chief, S&T Branch
From : *CZ*
SUBJECT : Alternative Position Consideration in the Event
that CRD is Disbanded (U)

In response to your request that I should identify other components of the Agency that might use my talents in the event that CRD is eliminated, I am submitting a preliminary suggestion at this time. (U)

25X1 I have background experience in the Office of Communications, DDP [] Headquarters and in the DDS&T/NPIC as a research analyst, and manager charged with managing the National Imagery Collection as prescribed by NSCID/8. In managing this collection, I was involved with considerable liaison with members of the US Intelligence Community, such as DIA, Air Force, Navy, Army, Department of Energy, Department of Interior (USGS), Environmental Protection Agency, EPIC, the NRO, EXSUBCOM of COMIREX, and Agency cleared contractors. Also, I had direct continuing contact with the DDS&T RMO and personnel at the Agency Archives [] in dealing with permanent type records. (S)

25X1 For immediate consideration, is the meaningful contribution I feel that I could make to the DCI History Staff in identifying, locating and obtaining historical data, including specialized and technical. My administrative experience as a manager should also prove to be a meaningful asset. (U)

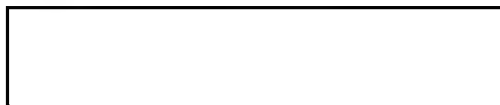
I have contacted the OIS Personnel Officer and asked her assistance in providing further data for me to consider with

Feb 11, 1981

Stew,

In the event that CRD is disbanded, I feel I could fit into a position with foreign language requirements - specifically French, Italian in reports writing; research, analysis, training.

Further, IMS. has already expressed interest in hiring me as intel/analyst - SE area.



ST

Stan -

In the event (P.R.) will dissolve
I would like to remain in the
records field. Having worked in records
for five years in this Agency I would
be interested in becoming a RMO. STA



2/10/81